ISIS User Manual for Departmental, School and University Administrator

ISIS (pronounced ī-səs) is Northwestern University's Integrated Safety Information System. ISIS is the on-line web application by which PIs submit applications and registrations for review. ISIS also builds a laboratory's Safety Profile and serves as an educational resource for all laboratory workers. The administrator profiles allow you to view most of this information, depending upon which administrator rights you have been granted. This manual will help you make the best use of your account.

Evanston Campus: 847 491-5581

Chicago Campus: 847 503-8300

ResearchSafety@northwestern.edu

Northwestern University
Office for Research Safety

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Search for Principal Investigator
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This manual will help you make the best use of the ISIS Administrator modules. You can navigate this manual page by page, or you can print the .pdf file.

When you Click the Search for PI button, you will have two ways to search for PIs.

Please note the Back to Previous Page button. You must navigate through ISIS using the NEXT and BACK to PREVIOUS PAGE buttons. Do not use your browser's back button.

USING THE ADMINISTRATOR MODULES

To Contents

Log into ISIS using your NetID and password. From the drop-down, select either the Departmental, School or University Administrator profile. Only those profiles for which you have access will be available. (See Figure D-1) Click Next.

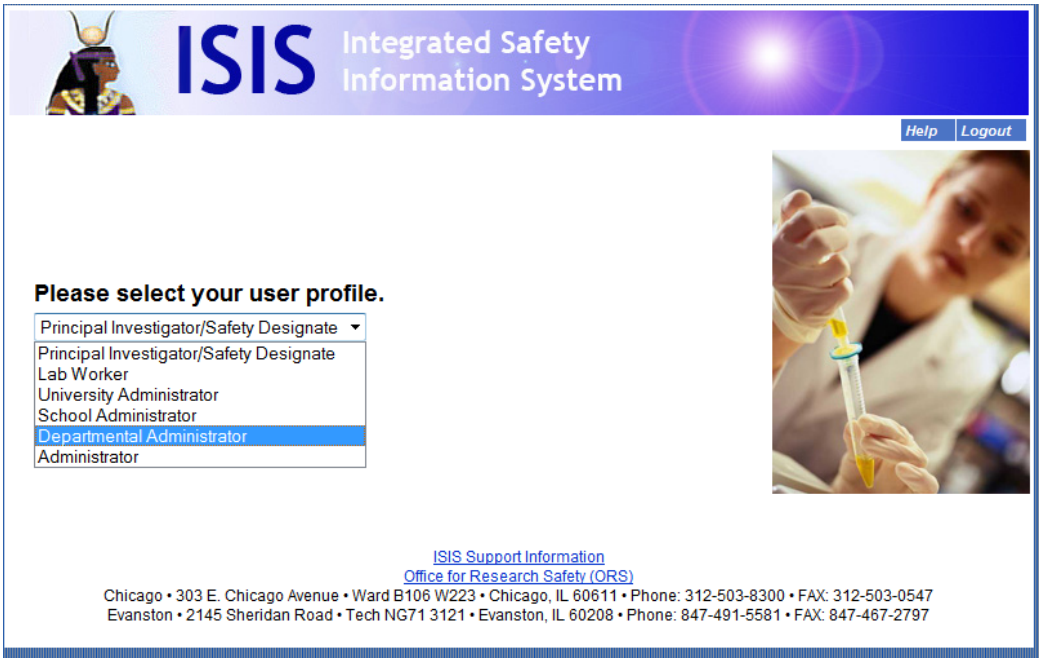
ISIS
Integrated Safety
Information System
Help
Logout
Please select your user profile.
Principal Investigator/Safety Designate
Principal Investigator/Safety Designate
Lab Worker
University Administrator
School Administrator
Departmental Administrator
Administrator
ISIS Support Information
Office for Research Safety (ORS)
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Figure D-1. Profile selection page

This will take you to the main menu page. The title of the page will reflect the profile you selected. In this image, the Departmental menu page is displayed, however, the menu page for the School and University profiles are the same.

The Main Menu Page

Along the top, you will see several drop-down menus to assist you with navigation. Many of the options duplicate the navigation buttons at the left of your screen. (See Figure D-2)

Main Menu will return you to this page from any page other than reports. *Search* will allow you to look up a specific principal investigator or a specific laboratory. *View Reports* takes you to the report selection page. Above the drop-down menus you will see Switch Profile and Logout. *Switch Profile* allows you to switch between login profiles, if you have more than one profile.

ISIS
Integrated Safety Information System
Welcome Wendy. You logged in as a Department User.
Switch Profile Logout
Main Menu
Search
View Reports
Departmental Administrator Menu
Search for PI
Search for Laboratory
View reports
ISIS Support Information
Office for Research Safety (ORS)
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Figure D-2. Departmental Administrator Menu page

In addition, there are three navigation buttons at the left of the Departmental Administrator menu page.

At this point, you will need to navigate this manual to the appropriate profile instructions as follows:

Departmental Administrator continue on next page. To navigate to School or University Administrator pages, click the appropriate blue link.

DEPARTMENTAL ADMINISTRATOR

To Contents

Search for Principal Investigators

Figure D-3. Search for PI page

Select the correct department or core facility from the Department drop-down. You will only see those facilities for which you have privileges. Click Search to get a list of all PIs in the department.

You may narrow your search to a specific PI associated with that department or facility by adding his/her Name or NetID to the Name/NetID field before you Click Search.

The search for PI by department screen gives you a list of all currently active PIs for the department. (See Figure D-4.)

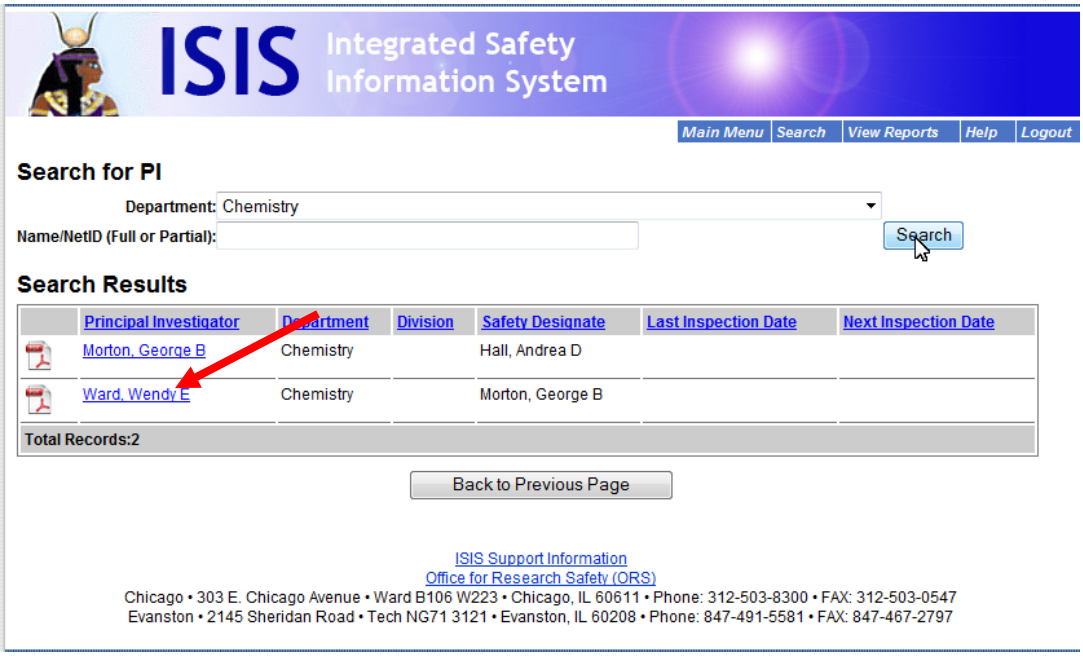

Figure D-4. List of PIs by department

Click the name of any Principal Investigator on the list and you can view that investigator's profile. (See Figure D-5.)

Note: You can go directly to a specific PI from the previous page by entering their name or netID after selecting the department.

ISIS
Integrated Safety Information System
Main Menu
Search
View Reports
Help
Logout
Principal Investigator Profile
PI Name: Ward, Wendy E
Safety Designate: Morton, George B
Emergency Phone(s): 312-555-9300(Mobile)
E-Mail: wendyw@northwestern.edu
Safety Designate E-Mail: g-morton@northwestern.edu
Last Login: 09/13/2011 1:54 PM
Safety Designate Last Login: 09/13/2011 1:55 PM
School: Weinberg College of Arts and Sciences
Primary Department: Chemistry
Other Department(s):
Division:
Primary Office Location
Building: Technological Institute
Room: -NG71
Laboratory Annual Reviews
Laboratory Location
Safety Topics
Laboratory Workers
Back to Previous Page
ISIS Support Information
Office for Research Safety (ORS)
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Figure D-5. Principal Investigator Profile

Click the '+' next to any of the topics at the bottom, and you can view all available information for that topic. (See Figure D-6.)

Topic	Status
Animal Use	Pending approval
Compressed Gases	PI has 3 workers using compressed gas cylinders, 1 worker filling and maintenance of cryogen cylinders.
Hazardous Chemicals	PI has 3 workers using hazardous chemicals.
Human Gene Transfer	NEW REGISTRATION not submitted yet
Human Gene Transfer	NEW REGISTRATION pending approval
Personal Protective Equipment (PPE)	PI has 12 workers using PPE. View Report
Radioactive Materials	RDSC approval date: 08/20/2009

Figure D-6. Profile Details

Search for Laboratory

From the Main Menu page, you can also click the Search for Laboratory button. (See Figure D-2.)

This will produce a list of all the laboratories in the departments/facilities you have privileges for. (See Figure D-7.)

Figure D-7. List of Laboratories

Scroll through the list using the arrows at the bottom of the screen. Click on any laboratory and you will get the basic information for that lab. Click on the Principal Investigator name and you will be taken to the complete profile for that laboratory as seen in Figure D-5.

View Reports

From the Main Menu page, you can also click the View Reports button. (See Figure D-2.)

ISIS
Integrated Safety
Information System
Main Menu
Search
View Reports
Help
Logout
Select Report
Report Name: Please Select
Run Report
ISIS Support Information
Office for Research Safety (ORS)
Chicago • 303 E. Chicago Avenue • Ward B106 W223 • Chicago, IL 60611 • Phone: 312-503-8300 • FAX: 312-503-0547
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Figure D-8. Department Report Filter Criteria

This brings up the report selection page. (See Figure D-8.) Select the desired report from the Report Name drop-down list.
(See Figure D-9.)

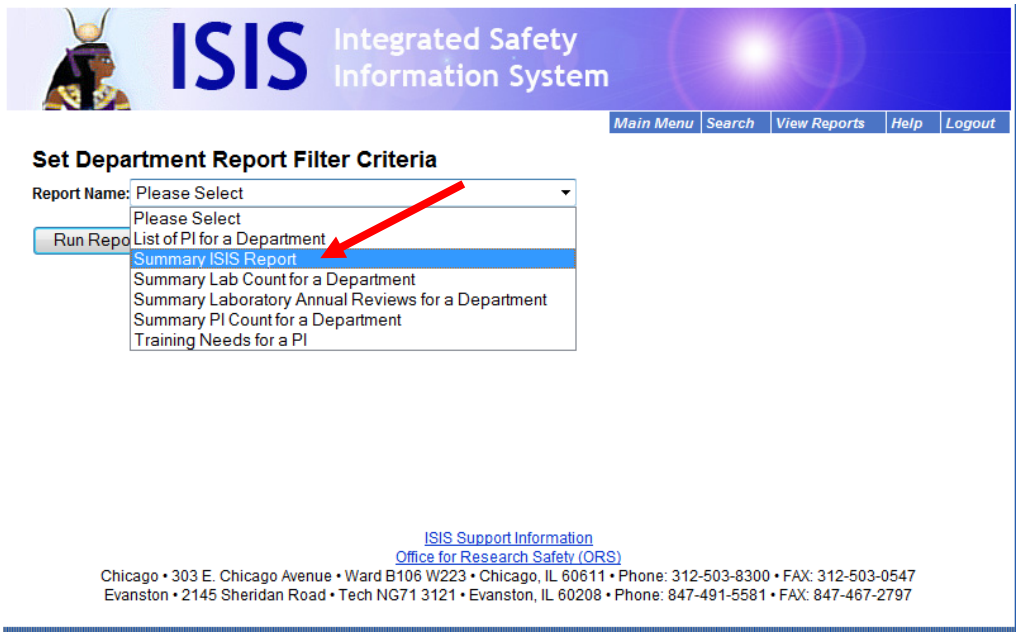
ISIS
Integrated Safety
Information System
Main Menu
Search
View Reports
Help
Logout
Set Department Report Filter Criteria
Report Name:
Please Select
Please Select
List of PI for a Department
Summary ISIS Report
Summary Lab Count for a Department
Summary Laboratory Annual Reviews for a Department
Summary PI Count for a Department
Training Needs for a PI
ISIS Support Information
Office for Research Safety (ORS)
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Figure D-9. Select Report Name

Click the Run Report button. Depending upon the report, this may take several seconds to process. When the report is ready, it will be displayed as Report Output. (See Figure D-10.)

ISIS
Integrated Safety
Information System
Main Menu
Search
View Reports
Help
Logout
Report Output:
Here is the report output. SUMMARY_ISIS1.
Back to Previous Page
ISIS Support Information
Office for Research Safety (ORS)
Chicago • 303 E. Chicago Avenue • Ward B106 W223 • Chicago, IL 60611 • Phone: 312-503-8300 • FAX: 312-503-0547
Evanston • 2145 Sheridan Road • Tech NG71 3121 • Evanston, IL 60208 • Phone: 847-491-5581 • FAX: 847-467-2797

Figure D-10. Report Ready

Double-click the report name to open it. You may have to give your browser permission to open the pdf file. (See Figure D-11.)

If the report doesn't open immediately, look for a message near the top of your browser. In Windows 7, you will get a message box at the bottom of your screen.

Note: Some reports give you more than one output option for convenience in working with the report data.

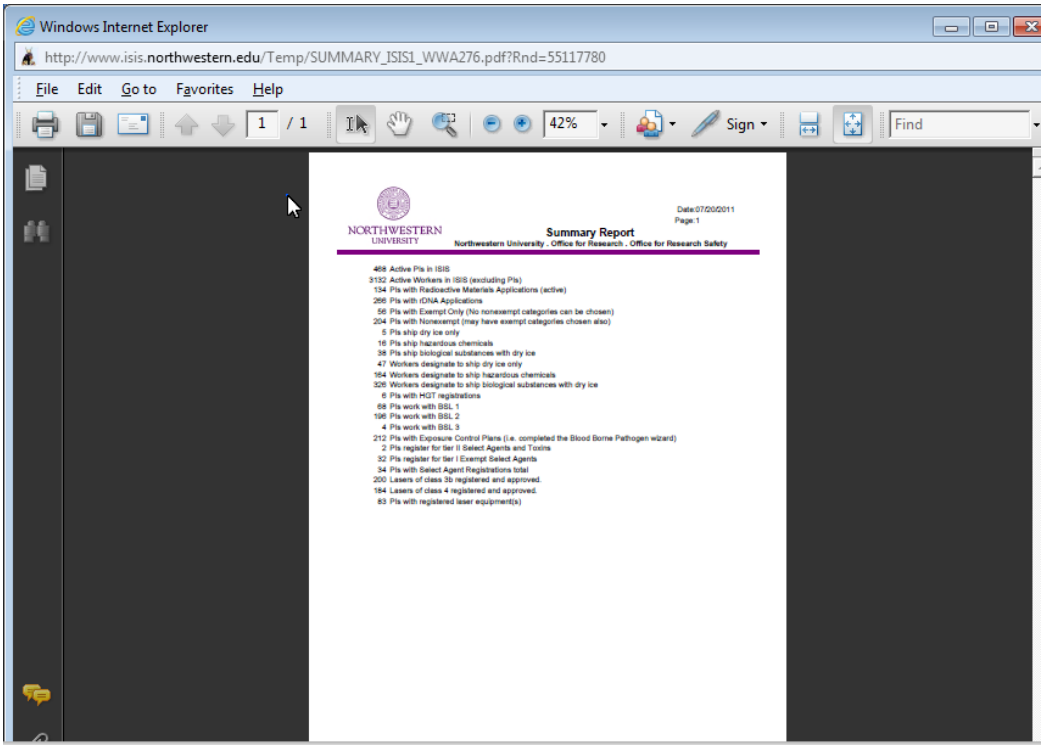
Windows Internet Explorer
http://www.isis.northwestern.edu/Temp/SUMMARY_ISIS1_WWA276.pdf?Rnd=55117780
File Edit Go to Favorites Help
1 / 1
42%
Sign
Find
NORTHWESTERN UNIVERSITY
Summary Report
Northwestern University . Office for Research . Office for Research Safety
Date:07/20/2011
Page:1
468 Active PIs in ISIS
3132 Active Workers in ISIS (excluding PIs)
134 PIs with Radioactive Materials Applications (active)
266 PIs with rDNA Applications
56 PIs with Exempt Only (No nonexempt categories can be chosen)
204 PIs with Nonexempt (may have exempt categories chosen also)
5 PIs ship dry ice only
16 PIs ship hazardous chemicals
38 PIs ship biological substances with dry ice
47 Workers designate to ship dry ice only
164 Workers designate to ship hazardous chemicals
326 Workers designate to ship biological substances with dry ice
6 PIs with HGT registrations
68 PIs work with BSL 1
196 PIs work with BSL 2
4 PIs work with BSL 3
212 PIs with Exposure Control Plans (i.e. completed the Blood Borne Pathogen wizard)
2 PIs register for tier II Select Agents and Toxins
32 PIs register for tier I Exempt Select Agents
34 PIs with Select Agent Registrations total
200 Lasers of class 3b registered and approved.
184 Lasers of class 4 registered and approved.
83 PIs with registered laser equipment(s)

Figure D-11. Report in .pdf Format

SCHOOL ADMINISTRATOR

To Contents

Search for Principal Investigators

The School option is required. Select the School from the drop-down menu. If you click Search at this point, it will result in a list of all the laboratories for that school. To narrow your search, Select a Department as well as the school and click Search, the resulting list will contain only the laboratories for the specific department. (See Figure D-12.)

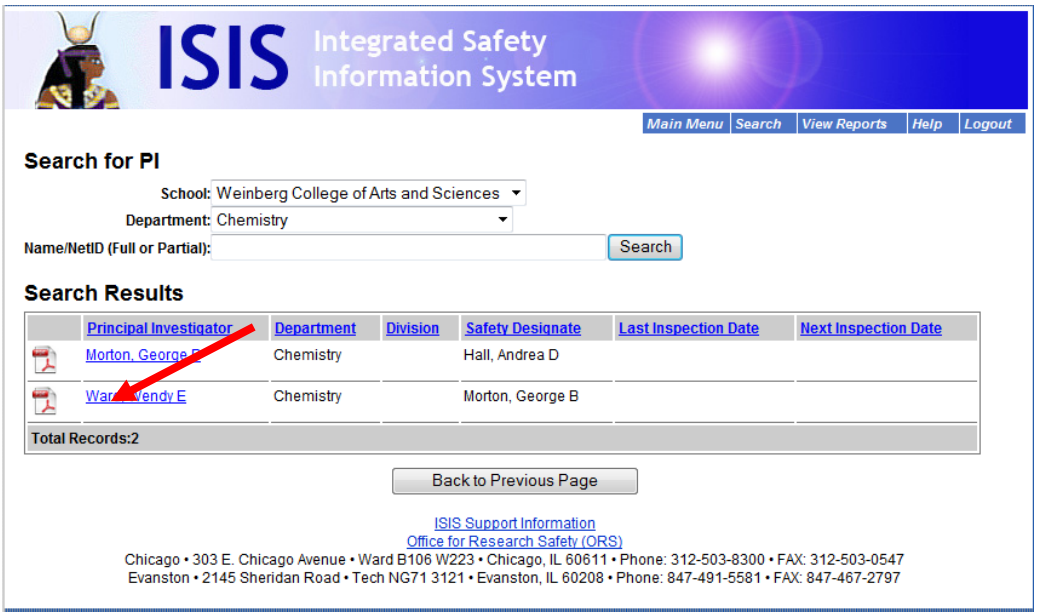

Figure D-12. Laboratories by School and Department

You may narrow your search to a specific PI associated with that department or facility by adding his/her Name or NetID to the Name/NetID field before you Click Search

Click the name of any Principal Investigator on the list and you can view that investigator's profile. (See Figure D-5.)

ISIS
Integrated Safety Information System
Main Menu
Search
View Reports
Help
Logout
Principal Investigator Profile
PI Name: Ward, Wendy E
Safety Designate: Morton, George B
Emergency Phone(s): 312-555-9300(Mobile)
E-Mail: wendyw@northwestern.edu
Safety Designate E-Mail: g-morton@northwestern.edu
Last Login: 09/13/2011 1:54 PM
Safety Designate Last Login: 09/13/2011 1:55 PM
School: Weinberg College of Arts and Sciences
Primary Department: Chemistry
Other Department(s):
Division:
Primary Office Location
Building: Technological Institute
Room: -NG71
Laboratory Annual Reviews
Laboratory Location
Safety Topics
Laboratory Workers
Back to Previous Page
ISIS Support Information
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Figure D-13. Principal Investigator Profile

Click the '+' next to any of the topics at the bottom, and you can view all available information for that topic. (See Figure D-6.)

Topic	Status
Animal Use	Pending approval
Compressed Gases	PI has 3 workers using compressed gas cylinders, 1 worker filling and maintenance of cryogen cylinders.
Hazardous Chemicals	PI has 3 workers using hazardous chemicals.
Human Gene Transfer	NEW REGISTRATION not submitted yet
Human Gene Transfer	NEW REGISTRATION pending approval
Personal Protective Equipment (PPE)	PI has 12 workers using PPE. View Report
Radioactive Materials	RDSC approval date: 08/20/2009

Figure D-14. Profile Details

Search for Laboratory

From the Main Menu page, you can also click the Search for Laboratory button. (See Figure D-15.)

Figure D-15. Search for Laboratory

Enter a partial or complete building name and room number. For example: Entering “tech” will produce a list of all of the laboratories in Tech. See figure D-16 for a list of all laboratories in Technological Institute from our test data.

Figure D-16. Search for Laboratories by Building

Scroll through the list using the arrows at the bottom of the screen. Click on any laboratory and you will get the basic information for that lab. Click on the Principal Investigator name and you will be taken to the complete profile for that laboratory as seen in Figure D-5 in the Departmental Administrator section.

View Reports

From the Main Menu page, you can also click the View Reports button. (See Figure D-17.)

ISIS
Integrated Safety Information System
Main Menu
Search
View Reports
Help
Logout
Select Report
Report Name: Please Select
Run Report
ISIS Support Information
Office for Research Safety (ORS)
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Figure D-17. Select Report

This brings up the report selection page. (See Figure D-17.) Select the desired report from the Report Name drop-down list. (See Figure D-18.)

ISIS
Integrated Safety
Information System
Main Menu
Search
View Reports
Help
Logout
Select Report
Report Name:
Please Select
Please Select
Lab Location for a School
List of PI for a Department
List of PI for a School
Summary ISIS Report
Summary Lab Count for a School
Summary Laboratory Annual Reviews for a Department
Summary Laboratory Annual Reviews for a School
Summary PI Count for a Department
Summary PI Count for a School
ISIS Support Information
Office for Research Safety (ORS)
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Figure D-18. Select Report Name

Click the Run Report button. Depending upon the report, this may take several seconds to process. When the report is ready, it will be displayed as Report Output. (See Figure D-19.)

ISIS
Integrated Safety
Information System
Main Menu
Search
View Reports
Help
Logout
Report Output:
Here is the report output. SUMMARY_ISIS1.
Back to Previous Page
ISIS Support Information
Office for Research Safety (ORS)
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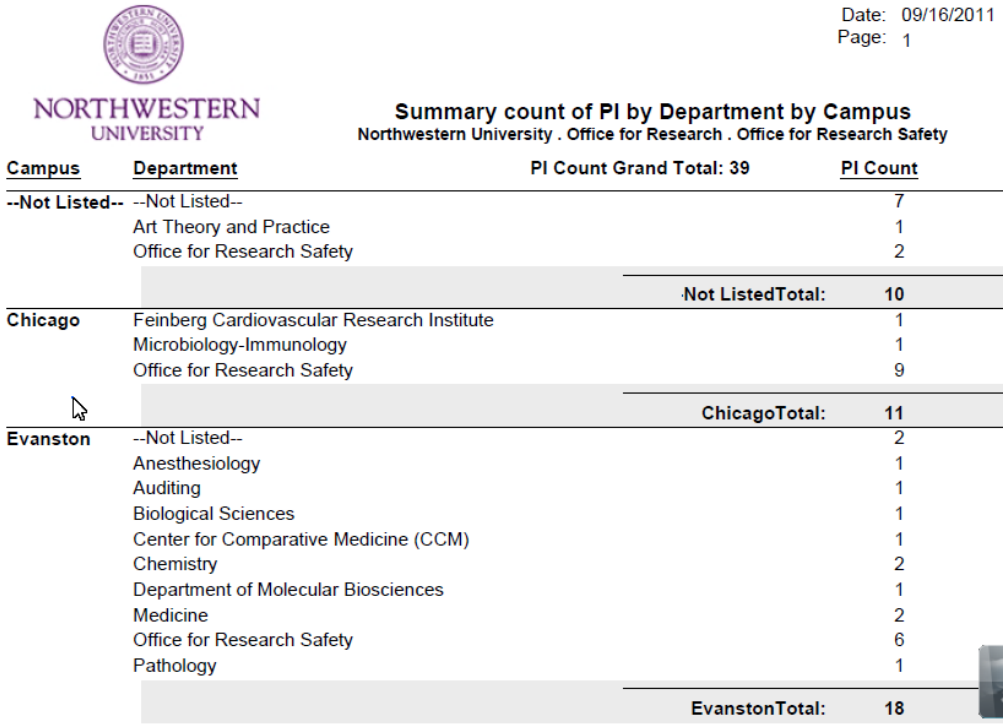
Figure D-19. Report Ready

Double-click the report name to open it. You may have to give your browser permission to open the pdf file. (See Figure D-11.)

If the report doesn't open immediately, look for a message near the top of your browser. In Windows 7, you will get a message box at the bottom of your screen.

Note: Some reports give you more than one output option for convenience in working with the report data.



NORTHWESTERN UNIVERSITY

Date: 09/16/2011
Page: 1

Summary count of PI by Department by Campus
Northwestern University . Office for Research . Office for Research Safety

Campus	Department	PI Count Grand Total: 39	PI Count
--Not Listed--	--Not Listed--		7
	Art Theory and Practice		1
	Office for Research Safety		2
		Not ListedTotal:	10
Chicago	Feinberg Cardiovascular Research Institute		1
	Microbiology-Immunology		1
	Office for Research Safety		9
		ChicagoTotal:	11
Evanston	--Not Listed--		2
	Anesthesiology		1
	Auditing		1
	Biological Sciences		1
	Center for Comparative Medicine (CCM)		1
	Chemistry		2
	Department of Molecular Biosciences		1
	Medicine		2
	Office for Research Safety		6
	Pathology		1
		EvanstonTotal:	18

Figure D-20. Report in .pdf Format

UNIVERSITY ADMINISTRATOR

To Contents

Search for Principal Investigators

The School option is required. Select the School from the drop-down menu. If you click Search at this point, it will result in a list of all the laboratories for that school. To narrow your search, Select a Department as well as the school and click Search, the resulting list will contain only the laboratories for the specific department. (See Figure D-21.)

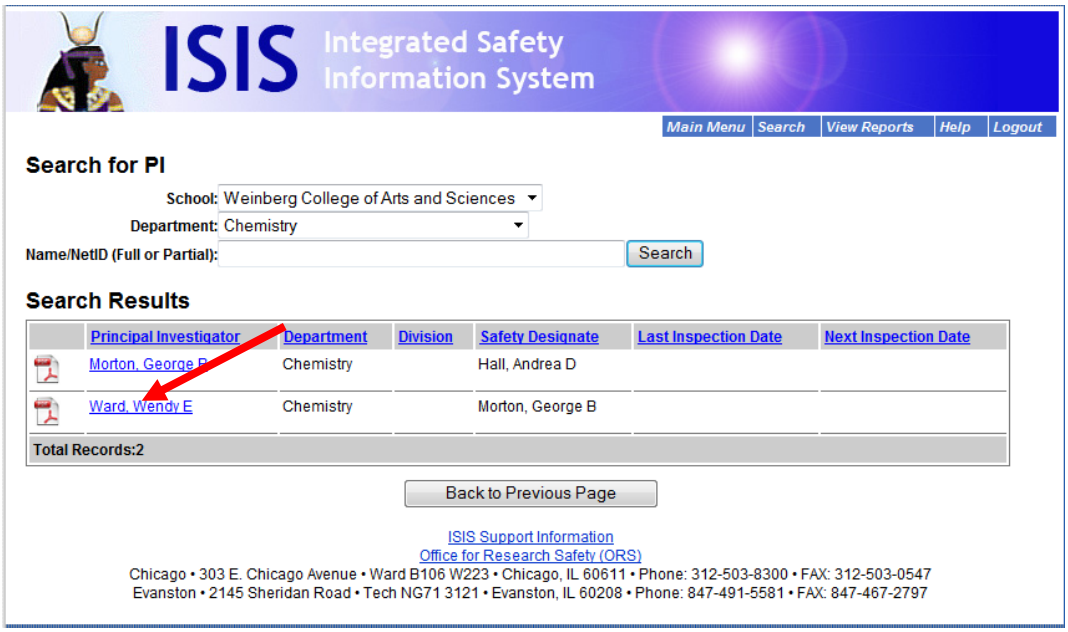


Figure D-21. Laboratories by School and Department

You may narrow your search to a specific PI associated with that department or facility by adding his/her Name or NetID to the Name/NetID field before you Click Search

Click the name of any Principal Investigator on the list and you can view that investigator's profile. (See Figure D-22.)

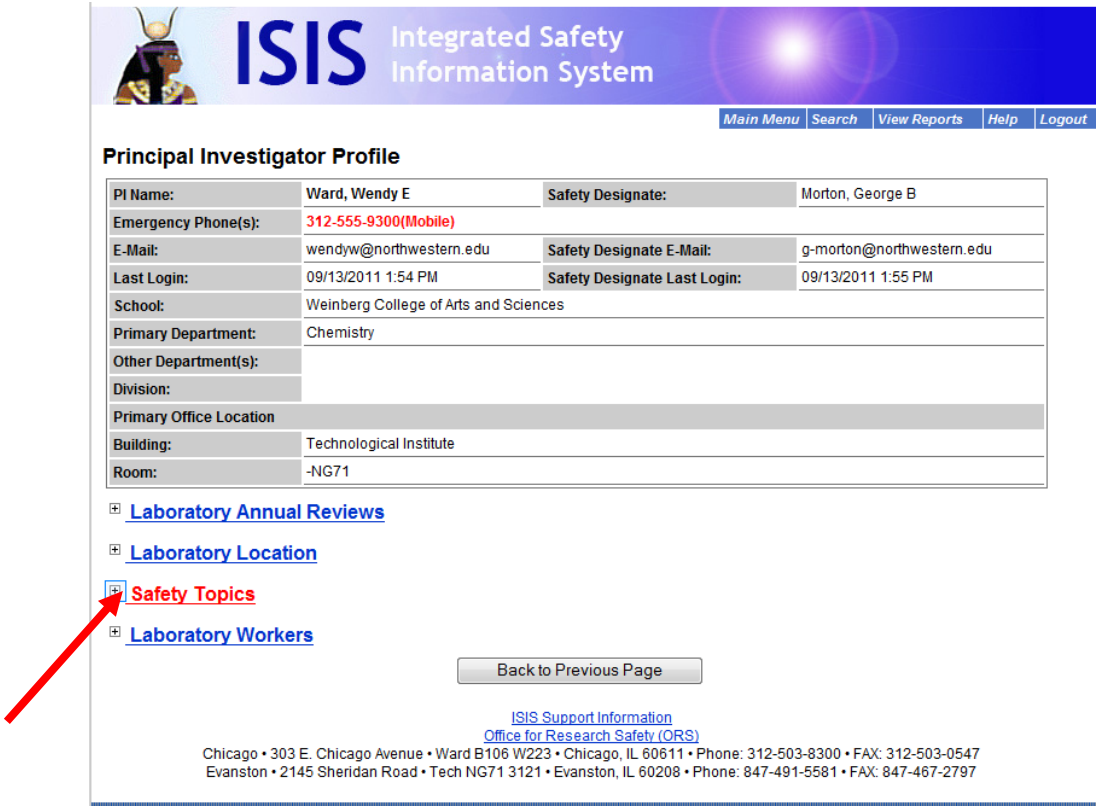

ISIS
Integrated Safety Information System
Main Menu
Search
View Reports
Help
Logout
Principal Investigator Profile
PI Name: Ward, Wendy E
Safety Designate: Morton, George B
Emergency Phone(s): 312-555-9300(Mobile)
E-Mail: wendyw@northwestern.edu
Safety Designate E-Mail: g-morton@northwestern.edu
Last Login: 09/13/2011 1:54 PM
Safety Designate Last Login: 09/13/2011 1:55 PM
School: Weinberg College of Arts and Sciences
Primary Department: Chemistry
Other Department(s):
Division:
Primary Office Location
Building: Technological Institute
Room: -NG71
Laboratory Annual Reviews
Laboratory Location
Safety Topics
Laboratory Workers
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Figure D-22. Principal Investigator Profile

Click the '+' next to any of the topics at the bottom, and you can view all available information for that topic. (See Figure D-23.)

Topic	Status
Animal Use	Pending approval
Compressed Gases	PI has 3 workers using compressed gas cylinders, 1 worker filling and maintenance of cryogen cylinders.
Hazardous Chemicals	PI has 3 workers using hazardous chemicals.
Human Gene Transfer	NEW REGISTRATION not submitted yet
Human Gene Transfer	NEW REGISTRATION pending approval
Personal Protective Equipment (PPE)	PI has 12 workers using PPE. View Report
Radioactive Materials	RDSC approval date: 08/20/2009

Figure D-23. Profile Details

Search for Laboratory

From the Main Menu page, you can also click the Search for Laboratory button. (See Figure D-24.)

Figure D-24. Search for Laboratory

Enter a partial or complete building name and room number. For example: Entering “tech” will produce a list of all of the laboratories in Tech. See figure D-25 for a list of all laboratories in Technological Institute from our test data.

Figure D-25. Search for Laboratories by Building

Scroll through the list using the arrows at the bottom of the screen. Click on any laboratory and you will get the basic information for that lab. Click on the Principal Investigator name and you will be taken to the complete profile for that laboratory as seen in D-5 in the Departmental Administrator section.

View Reports

From the Main Menu page, you can also click the View Reports button. (See Figure D-26.)

ISIS
Integrated Safety
Information System
Main Menu
Search
View Reports
Help
Logout
Select Report
Report Name: Please Select
Run Report
ISIS Support Information
Office for Research Safety (ORS)
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Figure D-26. Select Report

This brings up the report selection page. (See Figure D-17.) Select the desired report from the Report Name drop-down list. (See Figure D-27.)

ISIS
Integrated Safety
Information System
Main Menu
Search
View Reports
Help
Logout
Select Report
Report Name:
Please Select
Run Repo
Please Select
Lab Location for a School
List of PI for a Department
List of PI for a School
Summary ISIS Report
Summary Lab Count for a School
Summary Laboratory Annual Reviews for a Department
Summary Laboratory Annual Reviews for a School
Summary PI Count for a Department
Summary PI Count for a School
ISIS Support Information
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Figure D-27. Select Report Name

Click the Run Report button. Depending upon the report, this may take several seconds to process. When the report is ready, it will be displayed as Report Output. (See Figure D-28.)

ISIS
Integrated Safety
Information System
Main Menu
Search
View Reports
Help
Logout
Report Output:
Here is the report output. PITRAININGNEEDS.
Back to Previous Page
ISIS Support Information
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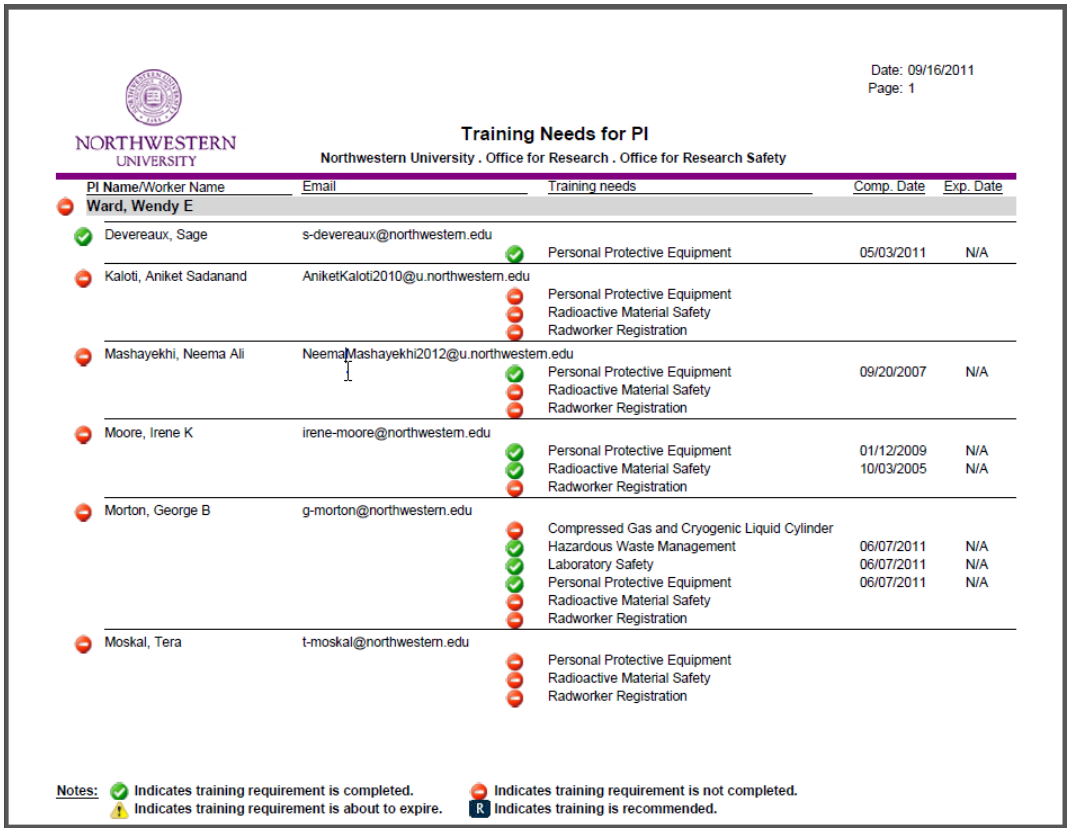
Figure D-28. Report Ready

Double-click the report name to open it. You may have to give your browser permission to open the pdf file. (See Figure D-29.)

If the report doesn't open immediately, look for a message near the top of your browser. In Windows 7, you will get a message box at the bottom of your screen.

Note: Some reports give you more than one output option for convenience in working with the report data.



Date: 09/16/2011
Page: 1

NORTHWESTERN UNIVERSITY

Training Needs for PI

Northwestern University . Office for Research . Office for Research Safety

PI Name/Worker Name	Email	Training needs	Comp. Date	Exp. Date
Ward, Wendy E				
Devereaux, Sage	s-devereaux@northwestern.edu			
		Personal Protective Equipment	05/03/2011	N/A
Kaloti, Aniket Sadanand	AniketKaloti2010@u.northwestern.edu			
		Personal Protective Equipment		
		Radioactive Material Safety		
		Radworker Registration		
Mashayekhi, Neema Ali	NeemaMashayekhi2012@u.northwestern.edu			
		Personal Protective Equipment	09/20/2007	N/A
		Radioactive Material Safety		
		Radworker Registration		
Moore, Irene K	irene-moore@northwestern.edu			
		Personal Protective Equipment	01/12/2009	N/A
		Radioactive Material Safety	10/03/2005	N/A
		Radworker Registration		
Morton, George B	g-morton@northwestern.edu			
		Compressed Gas and Cryogenic Liquid Cylinder		
		Hazardous Waste Management	06/07/2011	N/A
		Laboratory Safety	06/07/2011	N/A
		Personal Protective Equipment	06/07/2011	N/A
		Radioactive Material Safety		
		Radworker Registration		
Moskal, Tera	t-moskal@northwestern.edu			
		Personal Protective Equipment		
		Radioactive Material Safety		
		Radworker Registration		

Notes: Indicates training requirement is completed. Indicates training requirement is not completed.
Indicates training requirement is about to expire. Indicates training is recommended.

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